



eurodad
european network on
debt and development

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Welcome package for new members and allies

In red are the parts that the new members and allies provide Eurodad with.

Dear new member,

We are delighted that you are now part of our network !

This welcome package has been designed to ensure that we know who we can reach out in your organisation and for what information or questions we can reach them. It also contains links to connect to the Eurodad Knowledge Management Platform, how to connect to our community on social media, who is who at Eurodad, etc.

We would be grateful if you could send us any information that we would need to update based on this welcome package, as necessary. This is not only necessary to ensure a smooth flow of information but also to ensure that we are compliant with European data protection rules.

We look forward to working with you!

The Eurodad team.

I. Making sure you receive the right information from us

• **Receiving statutory information**

In your membership application form, you have indicated focal points to receive statutory information such as invitations to general assemblies, changes in staff at Eurodad, important strategic documents, etc. We have two ways of sending these information:

-via member updates

-Google groups **Please advise the senior network outreach officer (@cgondard@eurodad.org) if your focal point(s) has changed.**

• **Receiving Invoices**

Please send the name and email address of the person who should receive the yearly membership fee invoice (sent together with Eurodad's Annual Report) to Sachan Kumar, Senior Finance and HR officer, skumar@eurodad.org and Lorenzo, Finance and Administrative Officer, lforte@eurodad.org.

• **Who should we contact in your organisation about policy and advocacy?**

Eurodad policy teams run research and advocacy, including campaigns, with large coalitions of NGOs from the North and the South. They all communicate through Eurodad listservs. Please let us know who works on what within your organisation, so that we can invite them to join our listservs. This is a mean to be kept informed, to receive invitations to advocacy events and coordination meetings, and to disseminate widely your own research. We have specific listservs for:

- To join the debt listserv: please contact icrotti@eurodad.org and latkins@eurodad.org
- To join the tax justice listserv: please contact latkins@eurodad.org cc olally@eurodad.org



- To join the aid listservs: please contact latkins@eurodad.org cc ncraviotto@eurodad.org
- Publicly backed private finance and PPPs: please contact latkins@eurodad.org cc oblavot@eurodad.org
- Climate finance: please contact latkins@eurodad.org cc lachampong@eurodad.org

[Please find here Eurodad organizational chart.](#)

- **GDPR validation and sign up to the newsletter**

At Eurodad we want to make sure that we are always communicating correctly and effectively with our audience. To do so, we have worked hard on the implementation of our new contacts database. In order to make sure your policy officers receive targeted information on our research and advocacy activities, and to tailor their preferences on what they want to be contacted about, whether that's climate, gender, tax, debt, aid effectiveness, publicly backed private finance and or several of our work areas, we need them to give us consent to receive targeted information. This will be done through your registration to the knowledge management platform (further information below).

They can also [sign up](#) to receive our bi-weekly newsletter, *Development Finance Watch* for the latest analysis and research from Eurodad, Eurodad members and allies. They can read previous editions in our [Newsletter Archive](#). Any problem subscribing to the newsletter? Please contact latkins@eurodad.org

- **Know who is who at Eurodad and discover more resources on Eurodad's Knowledge Management Platform**

[Eurodad has an intranet](#) for research, training and advocacy: [the Knowledge Management Platform \(KMP\)](#). You will find an overview of who is who at Eurodad [here](#). You will need to first create an account on Eurodad's Knowledge Management Platform (KMP). Request access [here](https://knowledge.eurodad.org/): <https://knowledge.eurodad.org/> We advise you to add the KMP to your favorites website to be able to access it quickly. If you see missing information on KMP, please contact cgonard@eurodad.org and jinwood@eurodad.org

[You will find here a link to our list of members and allies](#). Please double check that you appear there. If you have any remarks on that section, please contact mstokes@eurodad.org

We would be happy to receive your organisational chart.

III. **Giving visibility to our membership**

On our website, we feature our members and allies logos, full name, website, country and twitter account. We will therefore need this information from you to make sure you are well referenced on Eurodad website. Please send it to Mary Stokes, Senior Communications Officer, mstokes@eurodad.org

New members and allies are also featured in our newsletters and members updates.

IV. **Eurodad website and social media**

- [You will find here the Eurodad website](#). Any issue with the website? Please contact mstokes@eurodad.org
- [Follow us on twitter and we will follow you !](#)
- Find us on [YouTube](#) or connect with us on [LinkedIn](#) and [Facebook](#)





- **Please send the contact information of your comms team to Eurodad communication team manager [Julia Ravenscroft](mailto:jravenscroft@eurodad.org) jravenscroft@eurodad.org and Eurodad Team Leader mstokes@eurodad.org**

II. For Platforms and networks : connecting your member organisations to our network

- **Expertise** is shared among the secretariat of the platforms **and** the members of the platform. That's why capacity building will be open to both the platforms members and the platforms secretariat. Access to KMP is open to all of them.
- **Platform members can attend events and take part in campaigns and advocacy activities.** The platforms can be represented by their members in meetings. The International conference is an open event.
- **Wide communication:** we propose to connect our teams with the members of the platforms that work on Eurodad issues and to welcome them in our coalitions.
- **Governance and General assembly (statutory meetings):** Proxies can only be shared with another member organisation of Eurodad.

